EXCEL, Word, Power point and Outlook question and answers

(Covering more than 200 practical problems in questions and answer format)

Shivprasad Koirala
Sham Sheikh

Topics Listed

To achieve 61051 INR after 5 yrs at 10% interest rate what should be the yearly investment amount?

How do we calculate number of years for given rate of interest and loan value?

How do we calculate rate of interest?

You have two models of investments you want to know which is the best?

How can we compare a business plan investment with fixed rate returns?

How do we calculate a value of a bond using excel?

How can we calculate Current yield, YTM and YTC for bonds?

You have two stocks how will you decide the investment strategy for the same?

You have three stocks you want to choose two stocks with diversified investment?

Deprecation

How do we calculate straight line depreciation?

What is double declining depreciation?

How do we calculate depreciation using 'sum of year digit'?

How can we calculate depreciation for a certain time period?

Forecasting and data analysis

Theory about forecasting

How can we do linear forecasting using EXCEL?

What are the different other ways of linear forecasting using EXCEL?

How can we represent linear regression in a graphical format?

How can we perform multiple regression using EXCEL?

Template

Power point Question and answers

How do we create a template for our presentation?

How can we make notes while making presentations?

How can we add previous, next and help button in presentation?

During presentation you want the slide to move automatically?

You need to create an organization chart depicting managers and workers?

How can we show a continuous process cycle diagram in power point?

In one of the power point slides you want to show relation between elements?

We want to show pyramid structure of data during presentation?

How can we draw Venn diagram in power point?

Which shape should we select for target diagrams?

When the slide transitions from one slide to other slide you want to give a dynamic transition?

How can we insert graph charts in power point?

How do we implement paragraph animation in power point?

While doing presentation you want to have sound and movie effects?

Word questions and answers

How can we prepare table of content in a word document?

How can we track changes in a word document?

You want to put confidential in your word background?

How can we define and header and footer in word?

How can we add graphical charts in word document?

How can we specify a password for a word document?

Can you explain mail merge and its practical use?

Outlook

You want to go on a holiday how do we send an auto reply?

You want to stick reminder notes in your desktop?

You want to create a signature which you would like to send in every email message?

You want to setup a task and monitor the same?

How can we create a distribution list?

How can we setup meeting request using outlook?

You want to ensure that emails sent have been read?

You want enable polling in your organization using outlook?

You have got some emails which you want to follow up?

EXCEL Short cut reference

Second Edition of MS office Questions and Answers

Other Questions and Answers books written by us

NET Question and Answers

Java Interview Questions

What's in the CD

- Fully automated accounting application using EXCEL (Accountingxls)
- EXCEL compare tool from http://www4topscom/ compares data and formulas (4txlcompexe) Below is a simple screen shot of the same
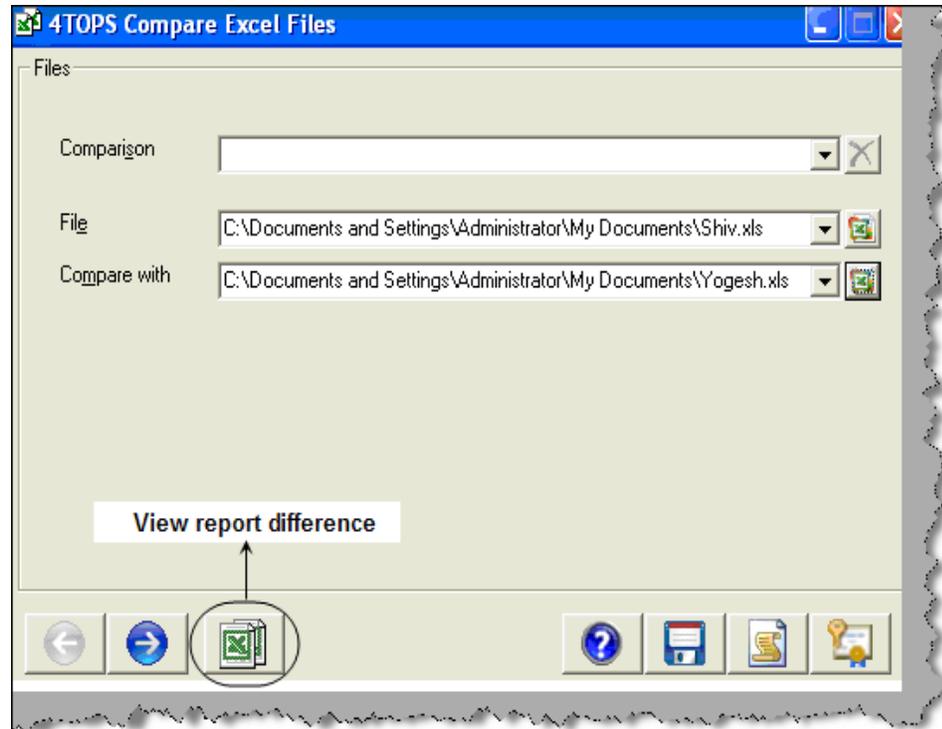
Figure:-EXCEL compare

Career Path institute

We are proud to announce that we have opened our own computer institute in Mumbai We take courses for EXCEL for both corporate as well as freshersShivprasad Koirala and Sham personally conducts these courses, please mail shiv_koirala@yahoocom for further details

Features of the book

- This book covers common day to day MS office (Excel, word, power point and outlook) problems in question and answer format The best part of the book is it does not have too much and it does not have too little It concentrates on the basic routines which will be used every day Just by reading 100 questions and answers you can minimize your MS office issues by 50%

- Full dedicated chapter on Investment, loan and interest calculations This chapter covers in detail bond calculation, stock investment strategy, Future value and present value
- Depreciation is one of the common calculations needed in all business worlds We have dedicated a complete chapter to calculate depreciation using methods like straight line, double decline and sum of year digit
- Forecasting is one of the most important activities for any organization We have done full justice for the same by explaining regression methodologies like linear and multiple regressions
- To unleash the power of EXCEL automation we have tried to build a simple accounting package using EXCEL The same is provided in the CD so that readers can further explore the same
- Full chapter dedicated on common problems like concatenation, subtotal, complicated search, average, macros, rounding and lot more
- Covers detail list of short cut keys which can speed up your EXCEL work
- The best part of this book is that it directly talks about the problem and solution, due to which it takes out the actual knowledge juice of EXCEL rather than hitting around the bush
- Complete dedicated chapter for power point to improve your presentation skills
- Microsoft word is one the most important tool used when it comes to documentation Full justice is done to this tool by dedicating a complete chapter for Microsoft word
- Microsoft outlook is the most common way of sending and receiving emails One complete dedicated chapter on outlook which will help you to increase productivity on this product
- This book is best suited for people who work with MS Office extensively This book will come as an eye opener for managers, accountants, businessmen's, sales, marketing and lot more

Acknowledgments

This book is dedicated to my kids, Sanjana and Simran, whose play-time has been stolen and given to the creation of this book I am also thankful to my wife for constantly encouraging me, and also to BPB Publication that gave a newcomer like me a platform to perform Last, but not the least, i would like to thank my mom and dad for constantly blessing me I am indeed lucky to have my brother, Raju, who always keeps my momentum preserved And before I forget, thanks to Shaam for all the effort he has put in It was his tiresome three months of continuous writing that made sure that we made it in time Tons of thanks to my reviewers whose feedbacks were an essential tool that helped improve this book

Shivprasad Koirala

The credit of being a part of this book goes to three persons: my mom, dad, and Mr Shivprased I mentioned my mom and dad because of all that they did for me and the sacrifices that they made for me, and I mentioned Mr Shivprased because it was he who taught me how to share knowledge through books I thank him from my bottom of my heart for giving me an role to

play in the creation of this book And above all, I thank the almighty Lord sitting above all of us for showing his presence, and showering his blessings and love in the form of these three personsIn case you want to get in touch with me, mail at ahteshamax@hotmailcom

Sham Sheikh

About the author

Shivprasad Koirala works in a multinational company and has extensive experience in the software industry He is presently working presently as a project lead, and has, in the past, led projects in banking, travel, and financial sectors But all in all, he is still a developer at heart working an 8-hour job Writing is something that he does on the side because he loves writing The author understands that nobody is perfect He is, therefore, open to and welcomes any and all comments and criticisms, which can be mailed to shiv_koirala@yahoocom The author would like to reassure his readers that all bouquets and brickbats would be received with love and shall be treated with topmost priority

Introduction

This book is dedicated for all those people who have spent nights on office products (Excel, Word, power point and outlook), doing tasks which could have been made simple by using simple techniques We are sure you will find easy ways to tackle your day to day office issues with ease once you read this book We have organized this book in a question and answer format by which you can analyze how it best fits to your problem scenario We have tried to keep the book as small as possible so that we do not load you with extra burden and only focus on the most needed formulas

So the best way to read this book is by reading the index and trying to map your problem with the question We will not recommend any one to read the book from start to finish

If you have solved any complicated problem using this book please email me at shiv_koirala@yahoocom and if you know about a problem which you have solved by using simple EXCEL formula, do let us know about it

We hope you spend more time with your family, rather than in office doing manual EXCEL tasks, which can be automated with ease

Installing analysis toolpak for Excel

As this book has advanced function we need to install the 'Analysis toolpak' for the same To install analysis toolpak click on tools → Add-IN's You will be popped up with a screen as shown below Check the 'Analysis toolpak' and click ok and we are ready
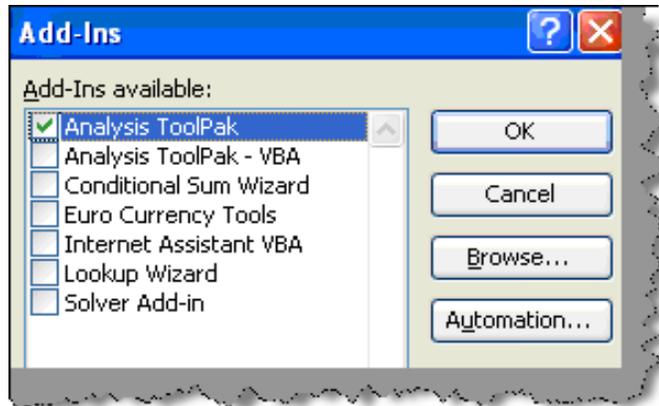
Figure: - Add-Ins installation